INFOED ELECTRONIC RESEARCH ADMINISTRATION

infoed.clemson.edu

User Guide

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Version 1.8

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08/08/2014	1.6	Addenda
11/21/2014	1.7	Addenda
8/1/2015	1.8	Full Edit 3

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1 Introduction

1.1 Scope and Purpose

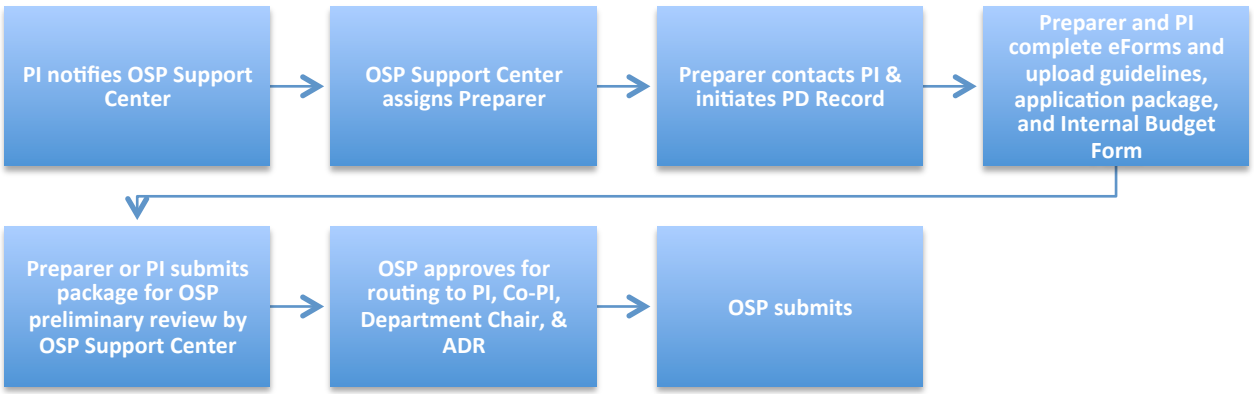
This User Guide provides instructions for OSP Support Center staff and faculty for preparing a Proposal Development (PD) record to route and submit applications for internal approvals prior to submission to a sponsor as well as using the system-to-system functionality with Grants.gov for electronic submissions directly to a federal sponsor. The PD module replaces the Proposal Processing Form (PPF). Subsequent versions of this User Guide will include the Proposal Tracking, Financial Conflict of Interest, Compliance, and Reporting modules.

All instructions included in the User Guide are required actions, in order to ensure standard practice among all OSP Support Centers. The OSP central office conducts a weekly audit of all proposal submissions to ensure consistency, accuracy, and completeness of data entry.

The InfoEd Electronic Research Administration portal is a system for the preparation, routing, institutional approval, submission, and tracking of all grant and contract requests submitted by Clemson University to external sponsors. The system also supports collecting and recording of financial conflict of interest data for Clemson University investigators as well as for all Clemson University employees completing their annual conflict of interest disclosure, beginning Fall 2015.

1.2 Process Overview

The InfoEd PD module enables OSP Support Center staff to create an electronic record containing all the information pertinent to a proposal submission to an external sponsor. In addition to completing data fields, users complete eForms to identify export control concerns and request approval for cost share, F&A waivers, and PI Variance waivers. An Internal Budget Form and proposal/application documents and are also uploaded to the PD record. Fields completed in the PD module automatically populate fields in the Proposal Tracking module, including all documents uploaded.


PI notifies OSP Support Center
OSP Support Center assigns Preparer
Preparer contacts PI & initiates PD Record
Preparer and PI complete eForms and upload guidelines, application package, and Internal Budget Form
Preparer or PI submits package for OSP preliminary review by OSP Support Center
OSP approves for routing to PI, Co-PI, Department Chair, & ADR
OSP submits

2 Creating a New Proposal in PD

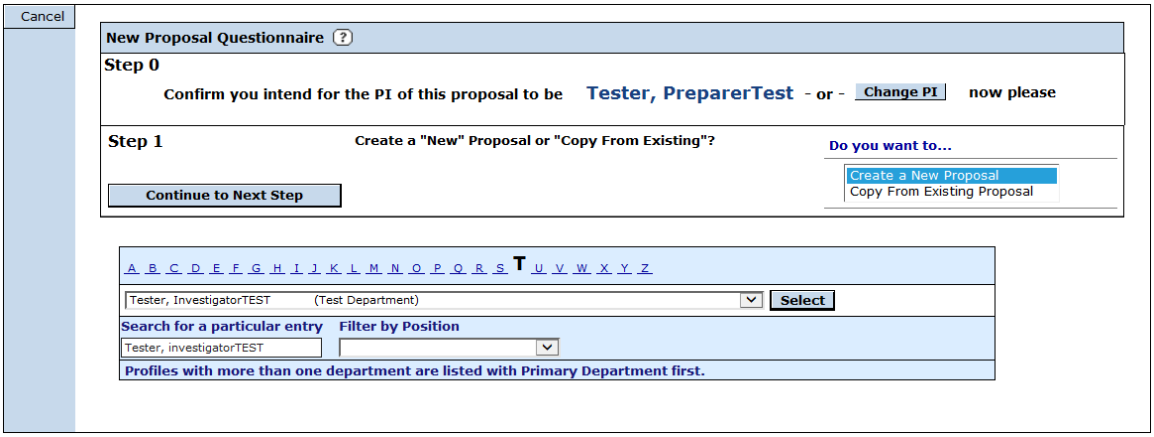
2.1 Notifying OSP Support Center of Intention to Submit

Investigators may notify OSP Support Centers of their intention to submit using their Support Center's intake form or by completing the New Proposal Questionnaire Function in the PD module.

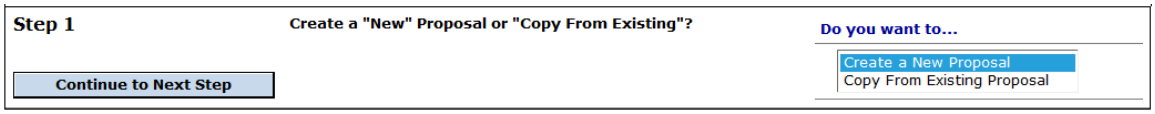
Notification by Intake Form	PI completes intake form and submits to OSP Support Center. Tasker receives intake form, logs in to InfoEd, selects "Proposals," and chooses "Create New Proposal."
Notification by Completion of New Proposal Questionnaire	Login to InfoEd (infoed.clemson.edu). Select "My Proposals." Select "Create New Proposal." Continue with Section 2.2.

2.2 Completing the New Proposal Questionnaire

- Select "Change PI" by selecting Principal Investigator name from pick list. If Principal Investigator starts New Proposal Questionnaire, disregard this step.


Cancel
New Proposal Questionnaire
Step 0
Confirm you intend for the PI of this proposal to be Tester, PreparerTest - or - Change PI now please
Step 1
Create a "New" Proposal or "Copy From Existing"?
Do you want to...
Create a New Proposal
Copy From Existing Proposal
Continue to Next Step
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Tester, InvestigatorTEST (Test Department)
Select
Search for a particular entry
Filter by Position
Tester, investigatorTEST
Profiles with more than one department are listed with Primary Department first.

- Select “Create a New Proposal” or “Copy from Existing Proposal.”


Step 1
Create a "New" Proposal or "Copy From Existing"?
Do you want to...
Create a New Proposal
Copy From Existing Proposal
Continue to Next Step

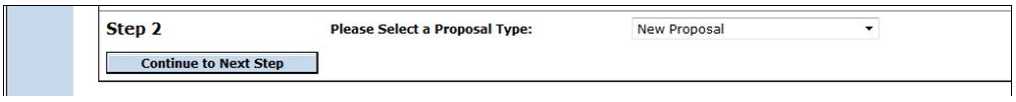
Create a New Proposal	Create a new proposal record.
Copy from Existing Proposal NOTE: It is advised that this option be selected only if there are very few or no changes in the attachments that carry over to a new proposal.	Create a new proposal record from an existing record. Browse for or enter PPN of target proposal and check the box if all relevant attachments are to be copied also.

- Select opportunity.

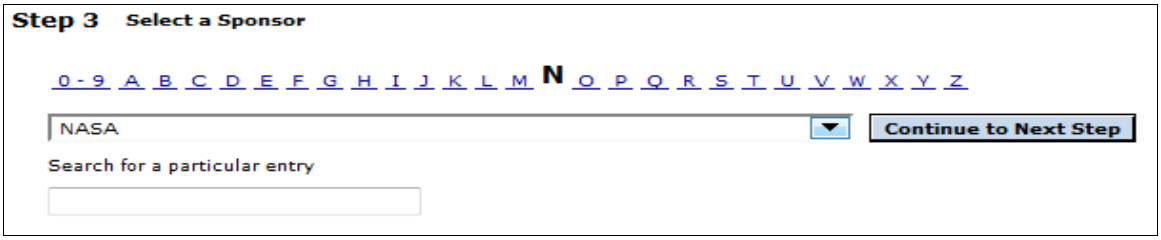
NOTE: For all applications to the National Science Foundation, do not use “Select from Grants.gov Opportunities. Use “Setup Proposal Manually.”

Select from Grants.gov Opportunities	Browse for or enter Funding Opportunity Announcement (FOA) #. Uncheck S2S if opportunity is not S2S-enabled
Select from all SPIN Opportunities	Browse for opportunity; uncheck S2S if opportunity is not S2S-enabled
Setup Proposal Manually	Select this option if not a Grants.gov or SPIN opportunity.

- Select proposal type.



- Select a sponsor.



If Grants.gov opportunity . . .	. . . the sponsor name will auto-populate; continue to next step.
If SPIN opportunity . . .	. . . the sponsor name will auto-populate; continue to next step.
If manual proposal setup . . .	. . . enter all or part of sponsor name; select from choices provided.

NOTE: If sponsor is not found, select the letter "A," and choose "A sponsor code will be entered." OSP Support Centers should contact the InfoEd database administrator in the central OSP office to add the sponsor information.

- Enter Project Title: In textbox, enter the exact title that will be submitted to the sponsor. For Grants.gov applications, a pop-up warning box will appear if title exceeds sponsor character limitations or configuration.

  NOTE: To change a title at a later time, navigate to the Proposal Tracking Summary screen and make the change there.

- Enter start and end dates for entire project performance period (e.g., July 1, 2013–June 30, 2017).

- Verify that budget periods are accurate; change if more frequent than annual.

- Review entries in previous steps. If all are correct, select "Create Proposal," which will create the InfoEd record for this proposal submission.

- A proposal tracking number will be assigned automatically.

The OSP Support Center Tasker subsequently receives an email notification generated by InfoEd with the subject line "Proposal Number: : <PPN#> - New proposal." As shown below, the email informs the Tasker that a PI has created a proposal to a particular sponsor and prompts the Tasker to assign the proposal to himself or herself and to the appropriate Preparer.

Proposal Number: 2014000512 - New proposal

Harris, Daniel P <DHARRI2@clemson.edu>

Sent: Tue 6/24/2014 8:38 AM

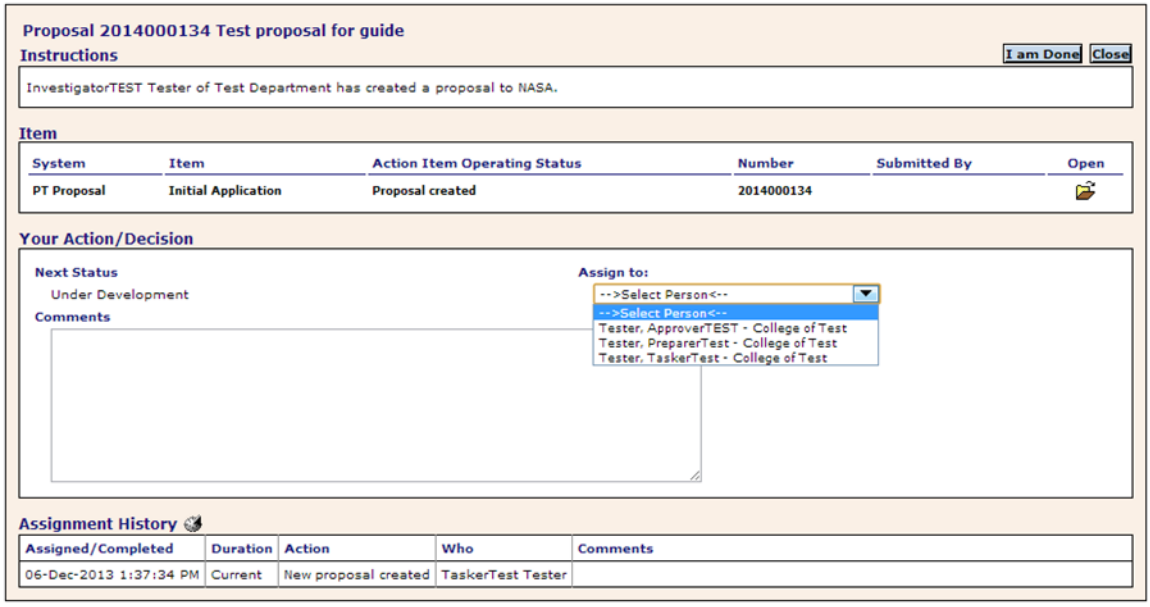
To: Daniel Harris

Instructions: InvestigatorTEST Tester of Test Department has created a proposal to Abbeville County. If you are the tasker for this proposal, please click "Assign to Self". Then select the appropriate preparer under "Assign to:" and click "I am Done".

Log in

The Tasker opens InfoEd from the hyperlink in the email.

After logging in to InfoEd, the Tasker sees the following screen:



Proposal 2014000134 Test proposal for guide

Instructions — I am Done | Close

InvestigatorTEST Tester of Test Department has created a proposal to NASA.

Item

System	Item	Action Item Operating Status	Number	Submitted By	Open
PT Proposal	Initial Application	Proposal created	2014000134		

Your Action/Decision

Next Status: Under Development

Assign to: -->Select Person<--

Comments

-->Select Person<--
Tester, ApproverTEST - College of Test
Tester, PreparerTest - College of Test
Tester, TaskerTest - College of Test

Assignment History

Assigned/Completed	Duration	Action	Who	Comments
06-Dec-2013 1:37:34 PM	Current	New proposal created	TaskerTest Tester	

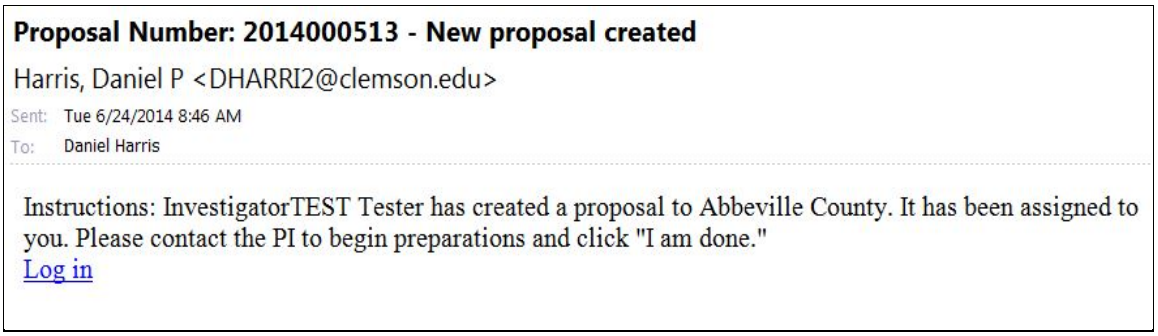
The Tasker then performs the following steps:

- Select "Assign to Self."

- Select the Preparer under "Assign To."

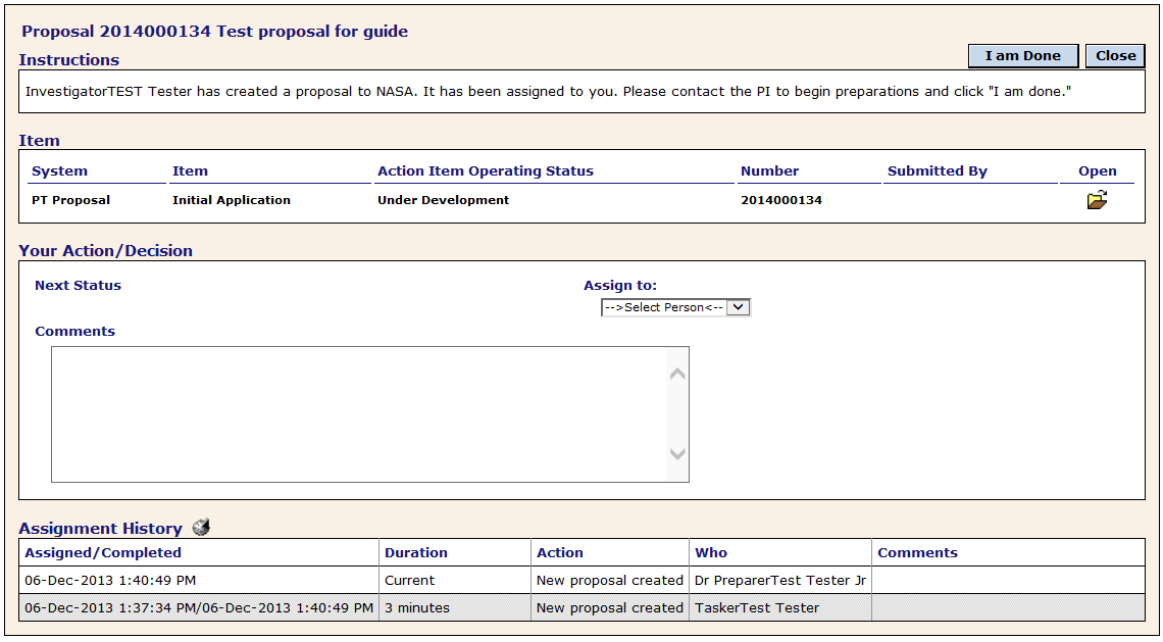
- Select “I am Done.”

The Preparer receives an email notification generated by InfoEd with the subject line “Proposal Number: ########## - New Proposal Created.” The email requests that the Preparer contact the PI to begin preparations. It prompts the Preparer to log in to InfoEd via a hyperlink to take action.


Proposal Number: 2014000513 - New proposal created
Harris, Daniel P <DHARRI2@clemson.edu>
Sent: Tue 6/24/2014 8:46 AM
To: Daniel Harris
Instructions: InvestigatorTEST Tester has created a proposal to Abbeville County. It has been assigned to you. Please contact the PI to begin preparations and click "I am done."
Log in

The Preparer opens InfoEd from the hyperlink in the email.

After logging in to InfoEd, the Preparer sees the following screen:



The Preparer then performs the following steps:

- Select the folder icon from “Item” on the dashboard.

- Select "I Am Done."

- Open InfoEd record from this screen using the document icon.

Principal Investigators who complete the New Proposal Questionnaire will receive a notification from their OSP Support Center on completing the remainder of the PD Module.

2.3 Completing the Set-Up Questions

- If the proposal is associated with a center or an institute, select the "Show" button at the top of the page.
- Complete the Submission Mechanism/Form Information.

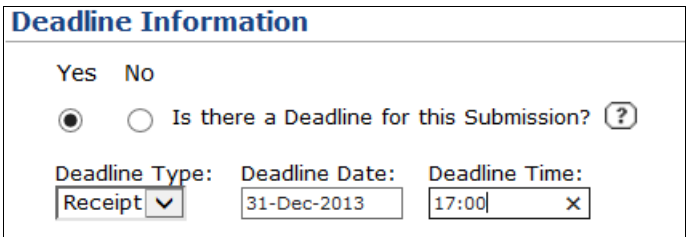
Submission Mechanism/Form Information
Is this a flow through Project? Yes No ?
Yes No
Has your sponsor given a specific reference for this proposal? ?
Is this an un-solicited application? ?

Flow-through Project—**Yes**	Choose "Yes" if Clemson University is applying as a subrecipient to the Prime Applicant. From the "Originating Sponsor" link, search for and select the organization to which the Prime Applicant (which will issue CU a subaward) is applying.
Flow-through Project—**No**	Choose "No" if Clemson University is applying as the Prime Applicant.

- Select "Save."

Specific Reference for Proposal	Determine whether the solicitation has a specific Funding Opportunity Announcement or Identifying Number. If it does, search Spin/Grants.gov for the FOA. If none can be found, place cursor into FOA field and type the identifier. NOTE: In the case of a federal opportunity for which Clemson University is a subrecipient or the case of a submission for which the user chooses not to use the S2S option, enter the federal solicitation identifier with asterisks (*) at the beginning and end of the solicitation number. Otherwise, the system will default to the S2S template.

- Provide Deadline Information.



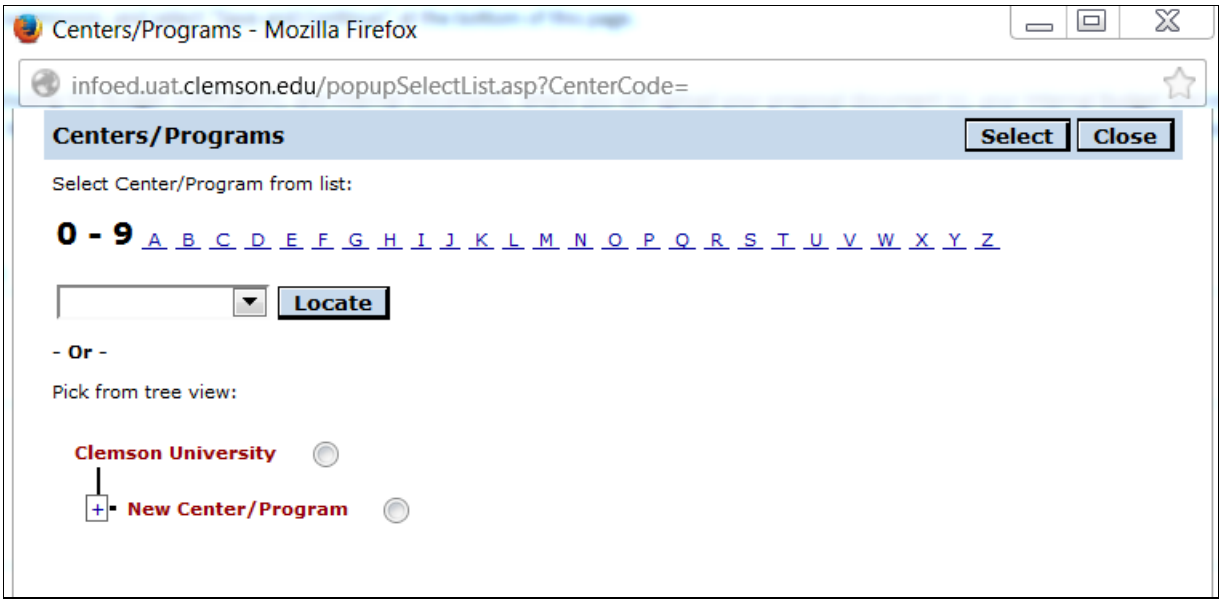
Deadline Type	Indicate “Receipt” or “Open.”
Deadline Date	Provide date in mmddyy format.
Deadline Time	Provide time in 00:00 PM format (e.g., 05:00 PM).
Time Zone	Eastern Standard Time is the default.

- Select General Proposal Properties.

Cover Letter	Select “Yes” if you will include a cover letter with the application; InfoEd will auto-create a template.
Human Subjects	Selecting “Yes” will notify the IRB Administrator.
Laboratory Animals	Selecting “Yes” will notify IACUC Administrator.
Associated Departments	If this proposal is related to a center, select “Add” and choose the applicable center.

- Complete Approvals Tab after Setup Questions are completed. OSP Support Centers are responsible for ensuring compliance data are correct. If in doubt, mark "Yes."

- Enter Associated Department and Center Information.


Centers/Programs - Mozilla Firefox
infoed.uat.clemson.edu/popupSelectList.asp?CenterCode=
Centers/Programs
Select
Close
Select Center/Program from list:
0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Locate
- Or -
Pick from tree view:
Clemson University
New Center/Program

- This action places the center in the route. Please be sure to enter the unit number of the center to receive credit for the project on the summary screen of the PT record.

- Provide Budget Setup Information.

Program Type	Select from Standard CU Listing.
On-Campus	Select if more than 50% of the project will be conducted on CU property.
Off-Campus	Select if more than 50% of the project will be conducted on non-Clemson-owned property.

- OSP Support Centers are responsible for ensuring compliance data are correct. If in doubt, mark "Yes."

- Complete user-defined field: Biohazards.

Biohazardous materials, chemicals, rDNA	Selecting "Yes" will notify IBC

or transgenic plants/animals?	Administrator. Complete Approvals Tab after Setup Questions are completed.

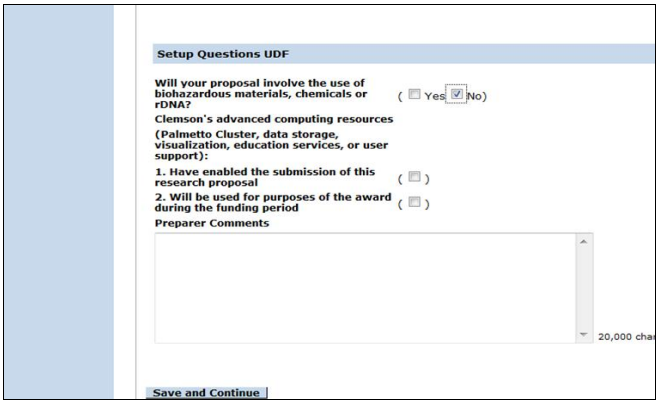
- Complete user-defined field: Radiation Safety.

Radiation Safety	Selecting "Yes" will notify IBC Administrator. Complete Approvals Tab after Setup Questions are completed.

- Complete user-defined field: CCIT.

CCIT	Check the box if Clemson's advanced computing resources (Palmetto Cluster, data storage, visualization, education services, or user support): (1) have enabled the submission of this research proposal (2) will be used for purposes of the award during the funding period.

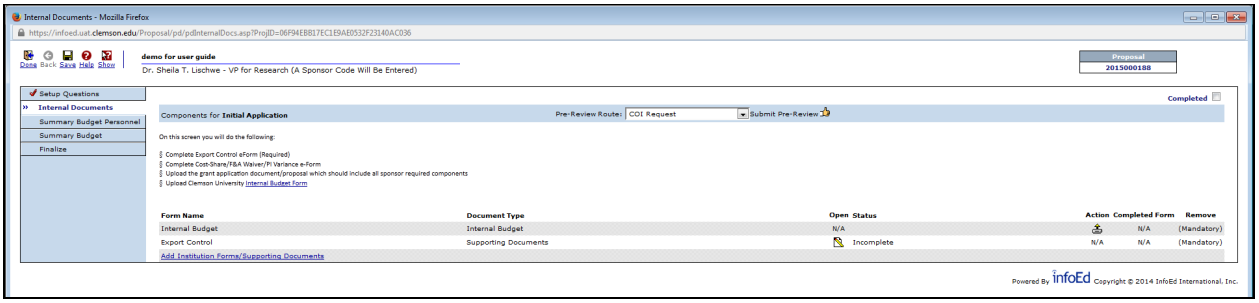
In the text box, add any comments about this application that you wish to share with the Approver or others in the Final Review.


Setup Questions UDF
Will your proposal involve the use of biohazardous materials, chemicals or rDNA?
(Yes No)
Clemson's advanced computing resources
(Palmetto Cluster, data storage, visualization, education services, or user support):
1. Have enabled the submission of this research proposal
2. Will be used for purposes of the award during the funding period
Preparer Comments
Save and Continue

- Check the "Completed" box.

2.4 Completing the Internal Documents Tab

The "Internal Documents" tab requires the completion of several forms and allows the upload of the complete proposal package, the guidelines, and a completed Internal Budget Form, as described below.



- Complete eForms and upload documents.

Export Control	Answer all questions. If there are any "Yes" responses, check the final box. This will auto-notify the Export Control Officer, who will review the application and contact the PI if any additional information is needed.
Cost Share/F&A Waiver/PI Variance	To complete an eform for cost-share, F&A Waiver, or PI Variance, select the hyperlink for "Add Institution Forms/Supporting Documents. Under "Add Initial Application Components," check the box for the form that you need. Select "Add." Complete the eForm. If these approvals occur only at time of Final Review, insert VPR name after PI in route.
Cost Share	Enter personnel names and dollar amounts of salary, fringe, or other budget category included in cost share. If necessary, enter an explanation in the "Description" field. Select "Complete" at top right. The forms will now route to the appropriate parties for review and approval.

F&A Waiver	Enter the percent F&A requested (in numerical format only—do not enter the "%" sign). Enter the justification for the reduced amount. Select "Complete" in upper right-hand corner.
PI Variance	Answer the questions and upload a CV for the new PI. Select "Complete" in upper right-hand corner.
Internal Budget Note: Upload	Upload the completed Internal budget Form (link available from the Internal Documents screen), detailed budget spreadsheet, and budget justification as one PDF document. Select the Category of Internal Budget and Folder as Root. If there is cost-share on the project, include the Internal Budget for the cost-share as part of the PDF upload. To combine all documents, save each as a PDF using the "Print" function and then combine into one file using the "Create PDF from Multiple Files" selection. The combined file will be named "Portfolio." Rename as "PPN_Internal Budget" and upload as directed here.
Proposal/Application	Upload the complete proposal/application document as one document, using the "Add Institutional Forms/Supporting Documentation" hyperlink.
Sponsor Guidelines	Upload all relevant sponsor guidelines.

files must reflect naming conventions as specified in the InfoEd Naming Convention Document located here.

- Check the "Completed" box.

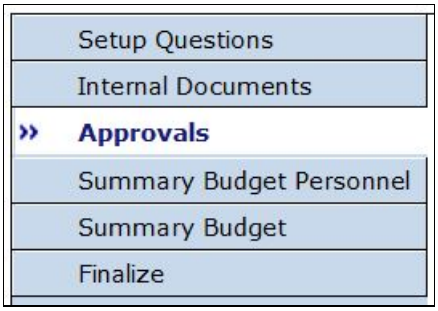
- From the picklist, select the "CS/F&A Waiver/PI Variance Route," if applicable, and if the college business practice is to route prior to the Final Review. If approvals are only needed at the time of Final review, insert VPR name in route, after PI. All cost-share requests must be approved by the VPR.

- Check the "Completed" box.

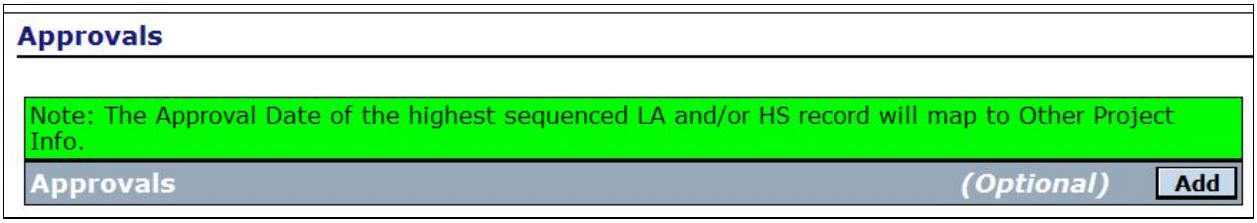
2.5 Completing the Approvals Tab

If the human subjects, animals, biohazardous materials, or radiation safety questions were marked "Yes" on the Setup Questions, follow these instructions:

- Select the Approvals tab.



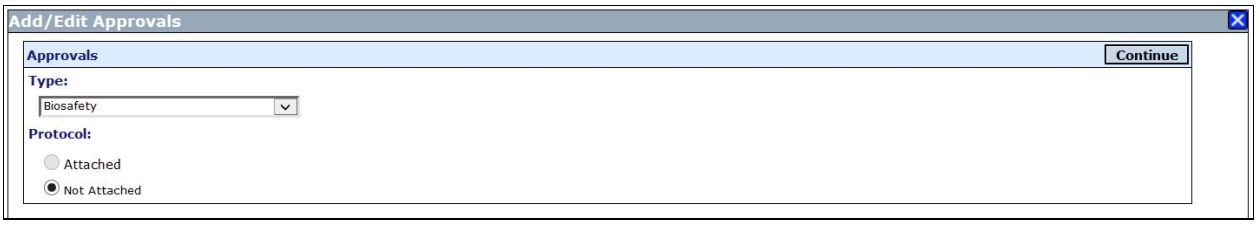
- Select "Add."


Approvals
Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.
Approvals (Optional) Add

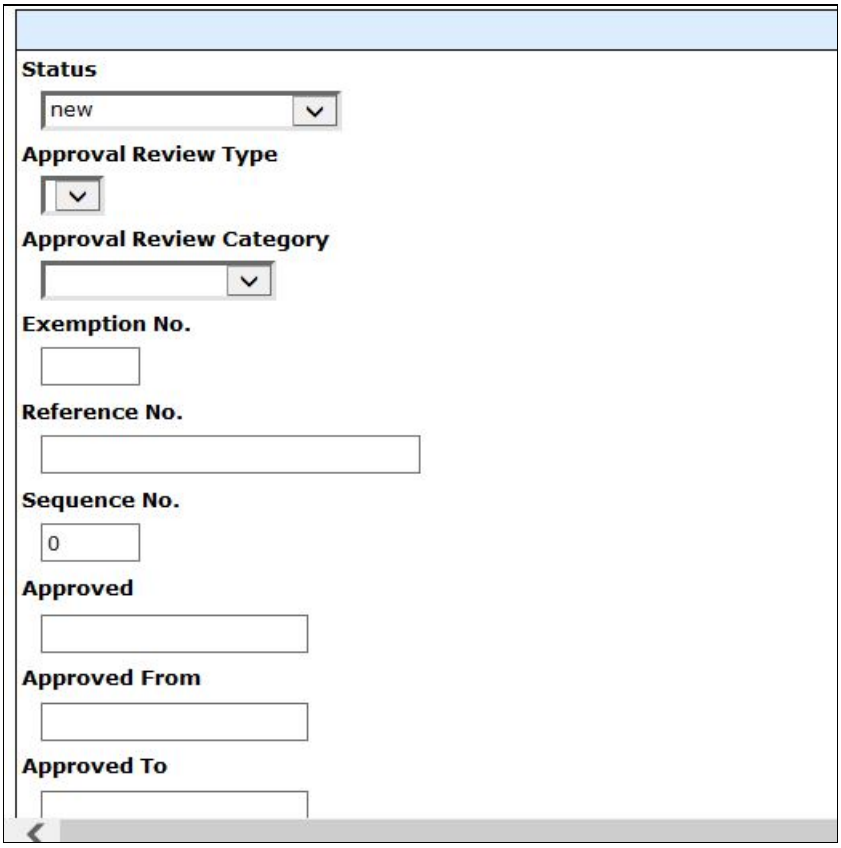
- From the dropdown list, select "Type" (Biosafety, Human Subjects, Animals, etc.)

- Mark Protocol "Not Attached."

- Select "Continue."

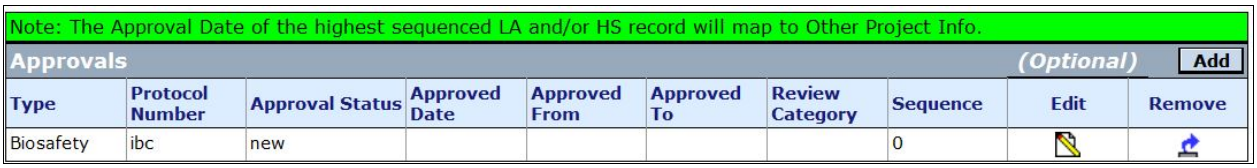


- Select Status of "new," and then select "Save."



The entry is now complete.

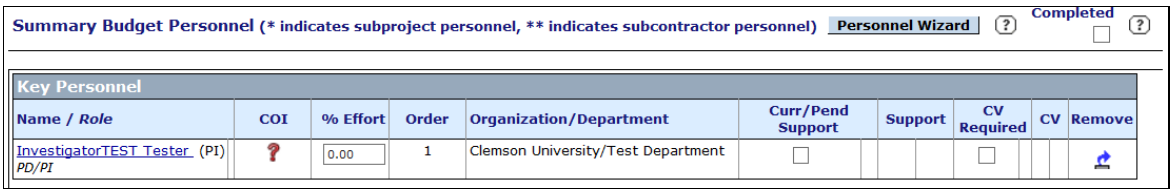
- Select "Add" for additional compliance requirements and repeat previous steps.



- Select "Save."

- Check the "Completed" box.

2.6 Completing the Summary Personnel Tab



- For PI, enter percent effort committed to the project (calculate percent effort by dividing total salary dollars requested from sponsor and included in cost share by total institutional base salary). Percent effort is auto-populated for an S2S submission.

- Biosketch and Current and Pending Support are not required. These may be uploaded with the Proposal/Application Package.

To add personnel, select "Personnel Wizard" and follow the instructions in the following table:

Is this person appointed to your institution, or will he or she be if he or she has not yet been hired or identified?	If "No," will this person be a part of a subcontract on this proposal? If yes, select the person's institution from the picklist. If the institution's name does not appear, select "Not found in this list."
Does this person currently work at your institution?	If "Yes," search for the individual's name in the picklist. If "No," indicate whether the person is "named" or is TBD. If "named," locate the individual by clicking the first letter of his or her last name and enter the name into the text box to expedite searching. If "TBD," select the department in which the position will reside.
Personnel Type	Choose from: Key Other Significant Contributor Non-Key Consultant—Key Consultant—Non-Key Select "Continue."
Contact Information	In the "Contact Information" screen, complete all yellow-shaded fields. Role: Select from picklist. If "Other" is selected, enter description in adjacent textbox. For named individuals, their complete addresses, phones, and emails are required to advance through PD; if this information is already in GENIUS, it will auto-populate. Select "Save" and "Close" when all fields are completed.
Additional Personnel	Add as needed.

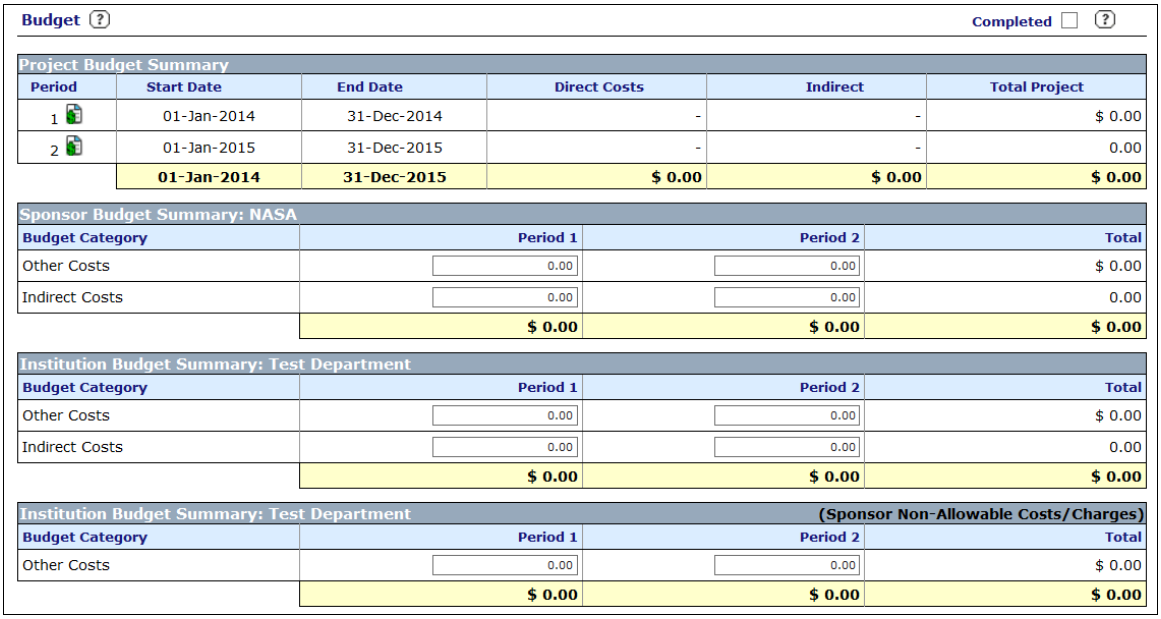
- Check the "Completed" box.

- NOTE: To change the name of the PI prior to PD routing:
- Go to Setup Questions Panel.
- Click “Show”.
- Click “Budget Periods and Setups”.
- Click “Save”.

- Go to Summary Budget Panel.
- Select “Budget Periods and and Setups”.
- Change the PI name.
- Mark delete for former PI instead of “Keep on Project”.
- Select “Save”.

- Go to Setup Questions Panel.
- Change Associated Departments by adding new PI department and moving it to Prime.
- Delete former PI Department.
- Select “Save”.

2.7 Completing the Summary Budget Tab



Budget ? Completed ☐ ?

Project Budget Summary

Period	Start Date	End Date	Direct Costs	Indirect	Total Project
1	01-Jan-2014	31-Dec-2014	-	-	$ 0.00
2	01-Jan-2015	31-Dec-2015	-	-	0.00
	01-Jan-2014	**31-Dec-2015**	**$ 0.00**	**$ 0.00**	**$ 0.00**

Sponsor Budget Summary: NASA

Budget Category	Period 1	Period 2	Total
Other Costs	0.00	0.00	$ 0.00
Indirect Costs	0.00	0.00	0.00
	$ 0.00	**$ 0.00**	**$ 0.00**

Institution Budget Summary: Test Department

Budget Category	Period 1	Period 2	Total
Other Costs	0.00	0.00	$ 0.00
Indirect Costs	0.00	0.00	0.00
	$ 0.00	**$ 0.00**	**$ 0.00**

Institution Budget Summary: Test Department (Sponsor Non-Allowable Costs/Charges)

Budget Category	Period 1	Period 2	Total
Other Costs	0.00	0.00	$ 0.00
	$ 0.00	**$ 0.00**	**$ 0.00**

- Enter Direct and Indirect Costs for total project:

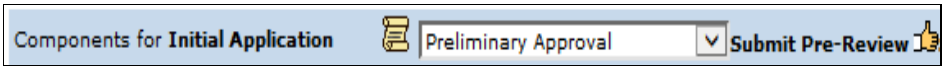
Sponsor Budget Summary	Enter total direct costs and F&A requested from sponsor for each budget period.
Institution Budget Summary: College of . . .	Enter total of all cost-share and waived F&A for each budget period.
Institutional Budget Summary	DO NOT USE.

- Check the "Completed" box in the upper right-hand corner.
- Select "Done."

3 Routing PD Record for Final Approval

3.1 Submission by Preparer/PI for Preliminary Review

- Select “Finalize” tab.
- Click the thumbs-up icon labeled “Submit Final Review.”

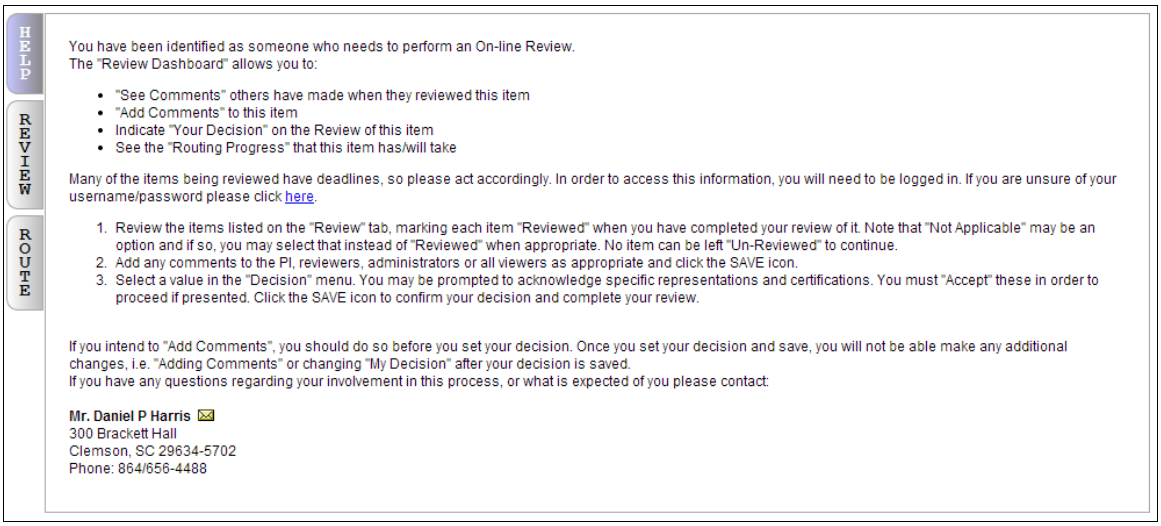


- Select “Submit.”

- Enter any comments for other reviewers to see.
- Preparer receives email notification requiring his or her approval.
- Open the link to the Reviewer Dashboard and select the “Save” icon.
- From the dropdown menu, select Approved.”
- Select ““Save.”
- Exit from the record.

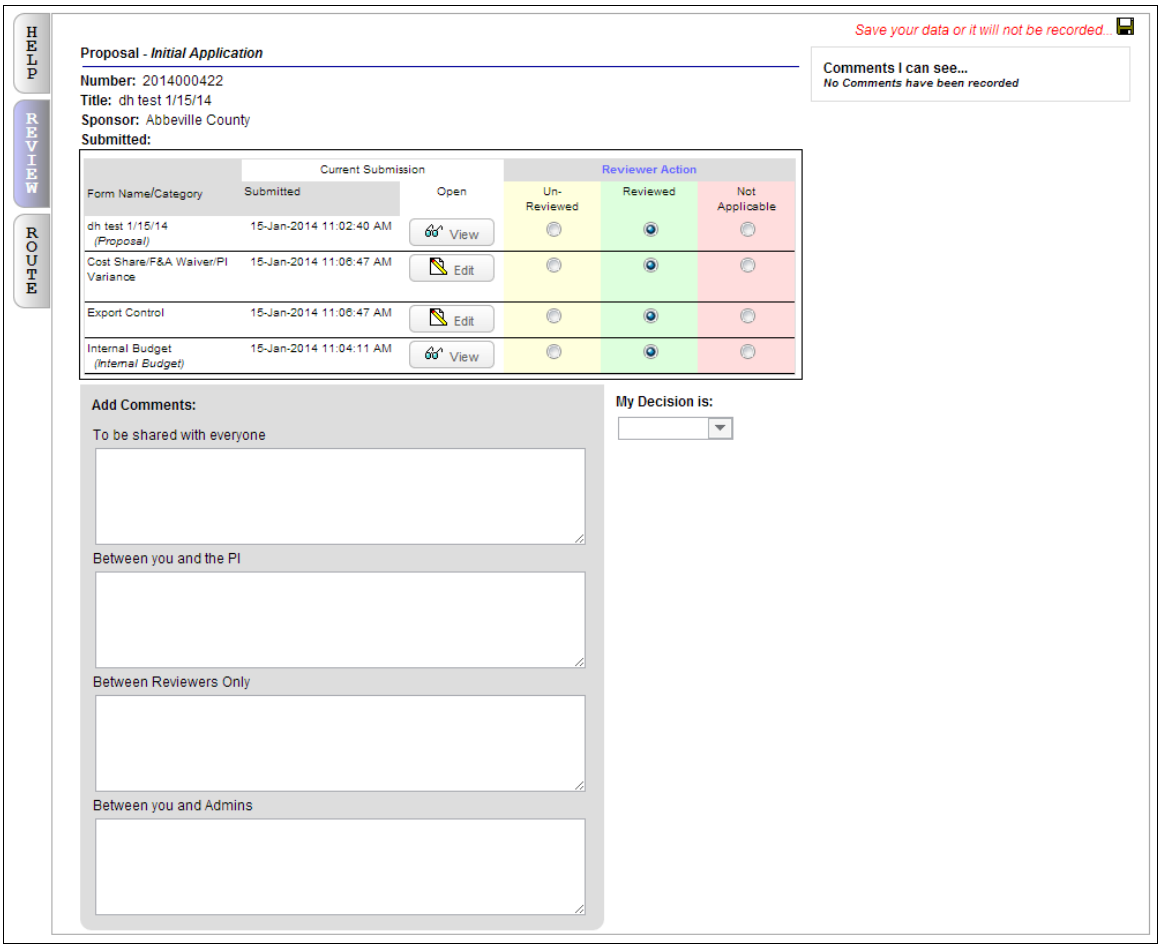
3.2 Preliminary Review by Approver

Upon receiving email notification of an Action Item to review, the Approver clicks on the "Reviewer Dashboard" link from within the email to view the following screen:


HELP
REVIEW
ROUTE
You have been identified as someone who needs to perform an On-line Review.
The "Review Dashboard" allows you to:
"See Comments" others have made when they reviewed this item
"Add Comments" to this item
Indicate "Your Decision" on the Review of this item
See the "Routing Progress" that this item has/will take
Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click here.
1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.
If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.
If you have any questions regarding your involvement in this process, or what is expected of you please contact:
Mr. Daniel P Harris
300 Brackett Hall
Clemson, SC 29634-5702
Phone: 864/656-4488

- Select the "Review" tab.
- Open each item on the dashboard. Record any areas that need to be corrected in the "To be shared with everyone" text box.
- Select "Approved" or "Return for Corrections" from list.

NOTE: If "Return for Corrections" is selected, route will return to Preparer via email notification. Once corrections are made, Preparer submits to Final Review again, as described above.



- Click the floppy disk icon in the upper right-hand corner to save the data.

NOTE: If it is not approved, Preparer is instructed to review comments at bottom of Routing Progress screen, make corrections, and then resubmit for final review.

NOTE: Three conditions require additional actions:

Cross-college Applications	Insert the name of the OSP Support Center Manager for the CO-Investigator's college after the Principal Investigator step.

Associated Center or Institute	Insert the name of the center or institute director after the Department Chair step.
Cost Share/F&A Waiver/PI Variance	If these approvals occur only at time of Final Review, insert VPR name after PI in route.

Email notifications are sent to the PI, co-PI, department chairs, and ADRs after each electronically approves the application. When all approvals are in, the OSP Support Center receives the notification that the application may be submitted to the sponsor.

3.3 Instructions for PIs: Routing the Proposal for Institutional Approval and Submission

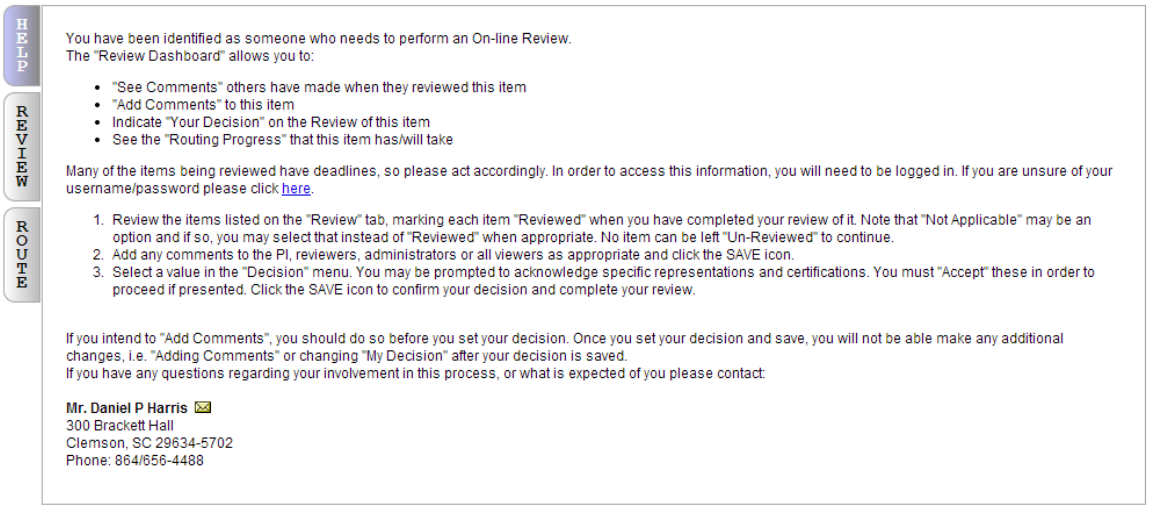
- Open email notification that a submission requires review and approval.
- Select "Reviewer Dashboard" link in email.

Please review the proposal listed below by clicking the Reviewer Dashboard link.

Investigator: PreparerTEST Tester
Department: COLLEGE of Test
Deadline Date:
Proposal No: 2014000422
Proposal Title: dh test 1/15/14
Proposal Package: Open Submission Package

Reviewer Dashboard: Reviewer Dashboard

- Select "Review" tab.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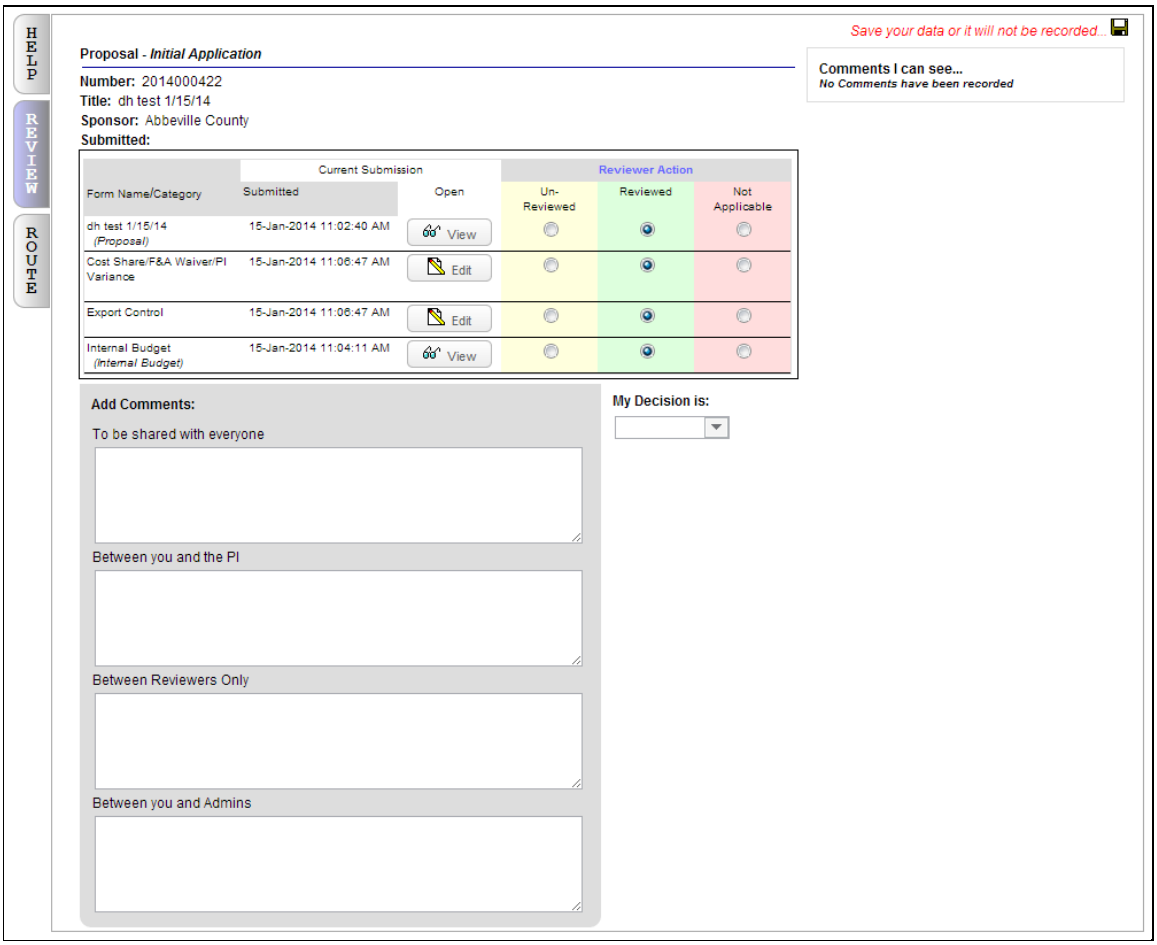
"See Comments" others have made when they reviewed this item
"Add Comments" to this item
Indicate "Your Decision" on the Review of this item
See the "Routing Progress" that this item has/will take
Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click here.
1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.
If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.
If you have any questions regarding your involvement in this process, or what is expected of you please contact:
Mr. Daniel P Harris
300 Brackett Hall
Clemson, SC 29634-5702
Phone: 864/656-4488

- View the InfoEd Proposal Development record by clicking the "View" button; view all other proposal documents by clicking the "Edit" button.

  NOTE: Cost share commitments are included on the Cost Share eForm; allocations/credit are included on the Internal Budget form.

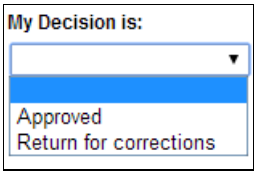
- Select the radio button in the "Reviewed" column for each document that is approved.



- Click the floppy disk icon in the upper right-hand corner of the screen to save the data.

- From the picklist labeled "My Decision Is," select "Approved" (if not approved, email notification is sent to Preparer).

- A selection of “Return for corrections” will send a generic email to the PI and applicable college Preparers notifying them of the return. The Preparer should address any issues and on the “Finalize” tab select the “continue review” thumbs-up icon. The review route will then start again from the beginning step.



- Read certifications that display. Select “Accept” or “Decline.”

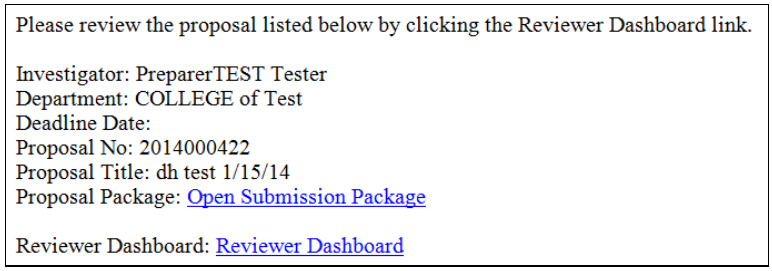
- Click the floppy disk icon in the upper right-hand corner of the screen to save the decision.

- Approval process complete. Close out of screen.

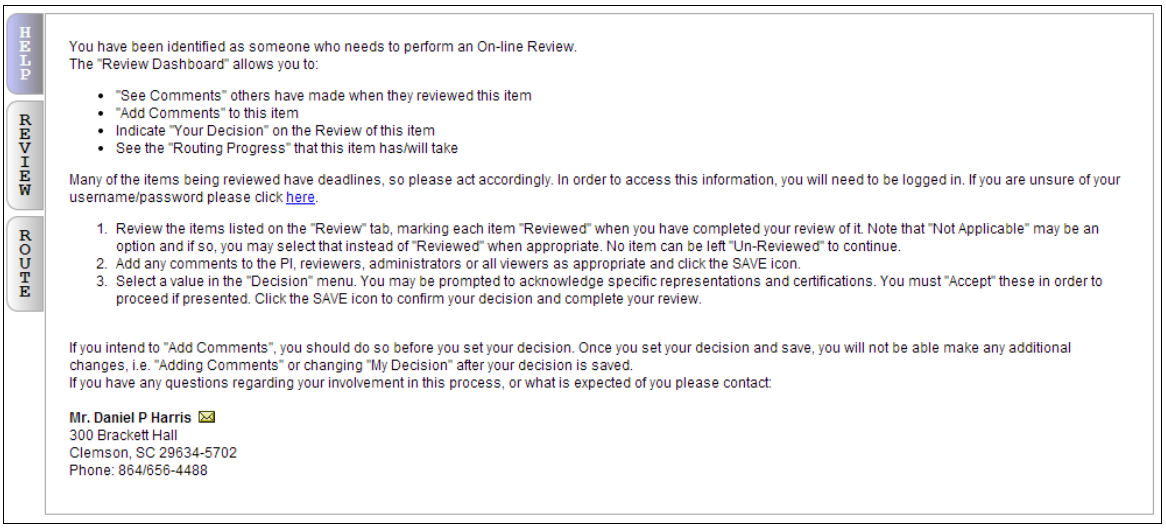
3.4 Instructions for Chairs and Associate Deans: Approving Proposal Submission

NOTE: In order to ensure timely processing, InfoEd will automatically move the route to a delegate if either the department chair or ADR does not respond within 2 days if the application due date is in 2 days.

- Open email notification that a submission requires review and approval.


Please review the proposal listed below by clicking the Reviewer Dashboard link.
Investigator: PreparerTEST Tester
Department: COLLEGE of Test
Deadline Date:
Proposal No: 2014000422
Proposal Title: dh test 1/15/14
Proposal Package: Open Submission Package
Reviewer Dashboard: Reviewer Dashboard

- Click on the “Reviewer Dashboard” hyperlink in email to get to the following screen:


HELP
REVIEW
ROUTE
You have been identified as someone who needs to perform an On-line Review.
The "Review Dashboard" allows you to:
"See Comments" others have made when they reviewed this item
"Add Comments" to this item
Indicate "Your Decision" on the Review of this item
See the "Routing Progress" that this item has/will take
Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click here.
1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.
If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.
If you have any questions regarding your involvement in this process, or what is expected of you please contact:
Mr. Daniel P Harris
300 Brackett Hall
Clemson, SC 29634-5702
Phone: 864/656-4488

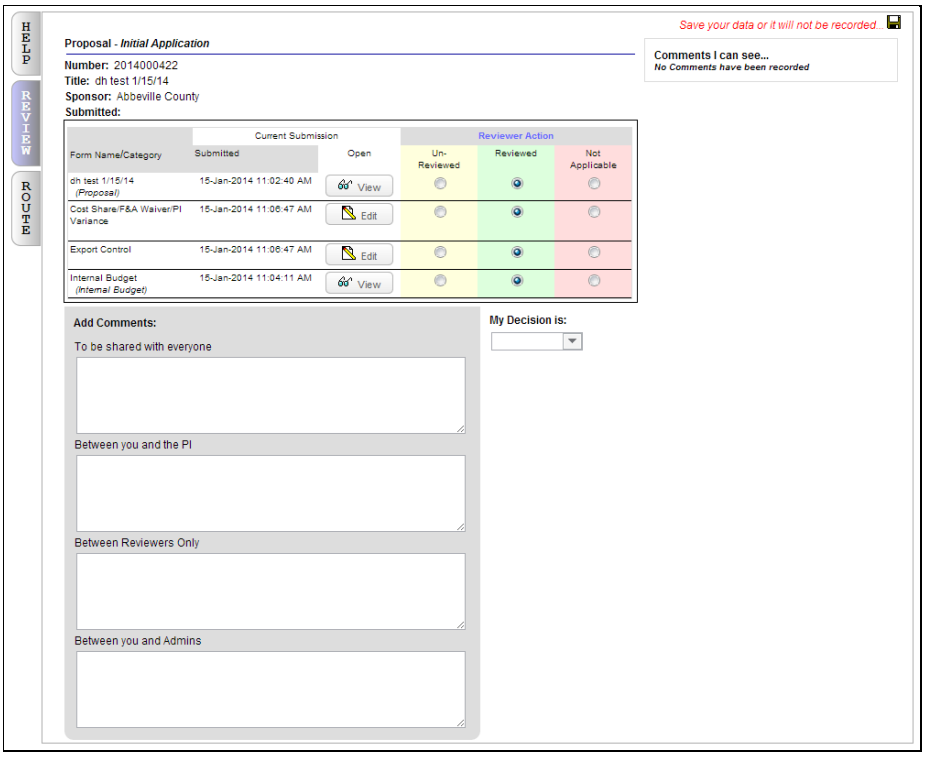
- To see who the Preparer is or check the status of previous reviewers, check the “Route” tab.

- When ready to conduct the review, select the “Review” tab.

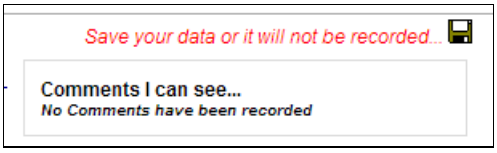
- View the InfoEd PD record by clicking the “View” button; view all other proposal documents by clicking the “Edit” or “View” button (depending on access).

  NOTE: Cost share commitments are included on the Cost Share eForm; allocations/credit percentages are included on the Internal Budget form.

- Select the radio button in the “Reviewed” column for each document that is approved.



- Click the floppy disk icon in the upper right-hand corner of the screen to save the data.

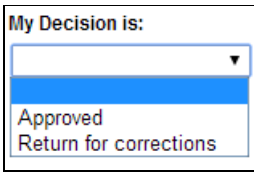


- Enter all comments in the "Between Reviewers Only" textbox. Comments can be viewed by scrolling to the bottom of the Routing Status screen on the "Finalize" tab.

- From the picklist labeled "My Decision Is," select "Approved" (if "Returned to PI" is selected, an email notification is sent to the Preparer).

- Selecting "Return for corrections" will send a generic email to the PI and applicable college preparers notifying them of the return. The Preparer should address the issues in PD and on the "Finalize" tab select the "continue review" thumbs-up icon. The review route will then start again from the beginning step.

- Click the floppy disk icon in the upper right-hand corner of the screen to save the decision.



- Approval process complete. Close out of screen.

4.0 Data Entry in Proposal Tracking Module

- Click PT Edit icon.
- Open “Summary” panel.
- Change status to “Pending.”
- Enter submission date.
- Verify prepopulated information (cost share, conflict of interest, title).
- Add center/institute department number.
- Enter F&A rate information (DHHS/Sponsor/Applied).
- Enter preparer name.
- Enter approver name.
- Select emphasis area.
- Mark all checkboxes that apply (e.g., K-12, GHS, etc.).
- Select “Save.”
- Open “Sponsor” panel.
- Enter ID number and/or program or verify prepopulated information is correct.
- Enter CFDA number, if applicable.
- Enter instrument type.
- Enter funding source (subclass) on “Sponsor” panel.
- Enter project location information if your college uses this field.
- Select “Save.”

- Open “Personnel” tab.
- Enter allocations/percent credit.
- Select “Save.”
- Open “Budget” panel.
- Enter Department to Budget number.
- Check box for GAD, if applicable.
- Verify budget information is correct.
- Select “Save.”
- Open “Attachments” panel.
- For S2S submissions, in the Folder dropdown menu select “Proposal”; in the Category dropdown menu select “Supporting Documents.”
- For non-S2S proposals, complete Activity Log with submission confirmation information, if provided by sponsor. Upload any documentation to Attachments Panel named “Confirmation.”
- For non-S2S proposals, add the compiled proposal (with cover letter and proposal number [Fastlane/NSPIRES]) to “Supporting Docs” category and “Proposal” folder.
- REMINDER: All file name attachments must comply with file naming conventions noted here.

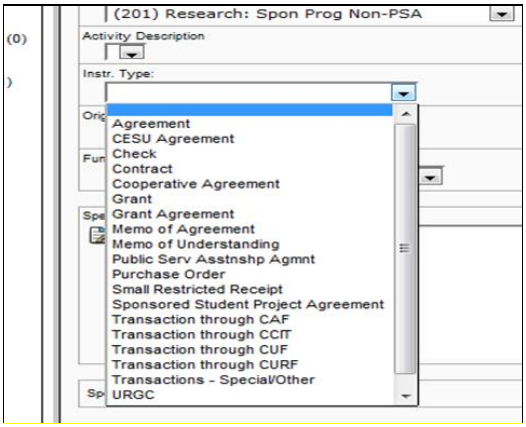
5. Using InfoEd for URGC and Student Project Agreement Proposals

5.1 University Research Grant Program

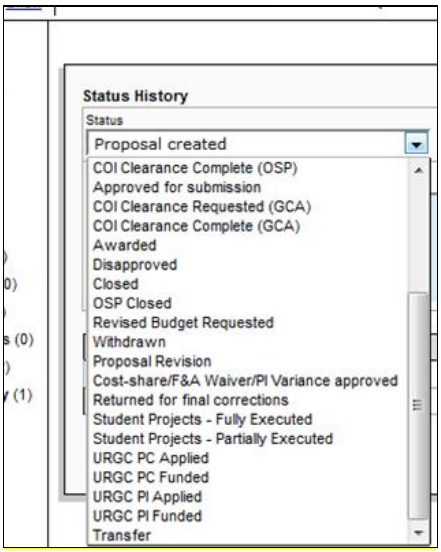
- Create and complete an InfoEd PD record for a URGC proposal submission, per standard instructions described in this manual, with these modifications:

- Select “Clemson University” as the Sponsor.

- When entering PT data, on the “Sponsor” tab, select “URGC” from the “Instrument” drop-down field.



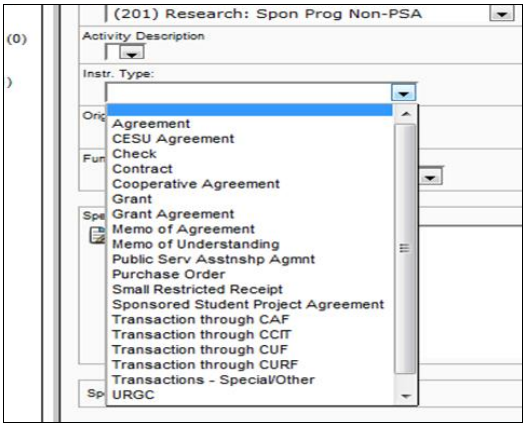
- On the “Summary Panel” tab, change status to “URGC PI Applied (for Project Initiation proposals) or “URGC – PC Applied” (for Project Completion proposals). OSP will change the status for those that are funded at the award stage.



5.2 Sponsored Student Project Agreements

Create and complete an InfoEd PD record, per standard instructions described in this manual, with these modifications:

- When entering PT data, on the "Sponsor" tab, select "Sponsored Student Project Agreement" from the "Instrument" drop-down field.



6. Appendices

6.1 Glossary of Terms

Allocation – The percent credit of project costs assigned to personnel on a proposal submission; recorded on the InfoEd PT Personnel Tracking Panel. All allocations must total to 100 percent among all project personnel.

Approver – An individual within an OSP Support Center who reviews and approves/rejects applications submitted for preliminary approval by a Preparer.

Cost Share – Project costs to be paid for by Clemson University.

Effort – The percentage of time an investigator commits to a project. This cannot exceed 100 percent.

eForm – The Export Controls Form or Cost-Share/F&A Waiver Request/PI Variance Request that appear on the Internal Documents Panel. These forms must be completed before a PD record can be routed for Preliminary or Final Review.

F&A Waiver Request – Request permission to not include the full amount of indirect costs allowable on a project.

Final Review – Assessment by PI, Co-Investigators, Department Chairs, and Associate Deans for Research that proposal is approved to be submitted to sponsor.

InfoEd Electronic Research Administration – The system of record for the preparation, routing, institutional approval, submission, and tracking of all grant and contract requests submitted by Clemson University to external sponsors. The system also supports collecting and recording of financial conflict of interest data for Clemson University investigators who apply to the Public Health Service.

InfoEd Proposal Development Module – The electronic function allowing for electronic routing of all outgoing sponsored project proposals for institutional review and approval and system-to-system transmission to sponsors for all Grants.gov applications.

InfoEd Proposal Tracking Module – Database of elements to track and maintain information on all sponsored proposal submissions and awards.

Institutional Approval – Permission by representatives of departments, colleges and the university (via the Office of Sponsored Programs).

Intake Form – Any email form or document utilized by an OSP Support Center to receive notifications from PIs on the intention to submit a grant application.

Internal Budget – The budget spreadsheet listing Clemson University budget categories that is a required document for institutional review and approval of proposal submissions.

Office of Industrial Contracts (OIC) – Responsible for reviewing all sponsored research proposals to private industry, negotiating contract terms and conditions, and ensuring that

agreements are in accord with university policies and procedures as well as federal regulations and requirements.

OSP Support Center – A college-based pre-award team that assists with application preparation, review, and submission.

Preliminary Review – Initial review of an application by an OSP Support Center Approver prior to submission for Final Review.

Preparer – OSP Support Center staff member who assists faculty with the assembly of an application.

PI Variance Approval Request – Request to assign as PI an individual with an ineligible PI status as described in the Assignment of PI Policy.

Principal Investigator (PI) – An eligible CU employee who assumes the responsibility for the scientific, programmatic, and financial conduct of a sponsored research project.

Student Projects – Externally funded projects completed by a student to fulfill the requirements of a course.

Subclass – The specific designation of Sponsor Type that corresponds to CU's Chart of Accounts. This listing is available on the Grants and Contracts Administration website.

Tasker – An OSP Support Center staff member with responsibility to assign a Preparer in his/her college to assist with a particular grant application.

University Research Grant Committee (URGC) Program – A mechanism by which intramural grants are awarded to faculty.

6.2 List of Acronyms

F&A – Facilities and Administrative Cost Waiver

PD – InfoEd Proposal Development Module

PI – Principal Investigator

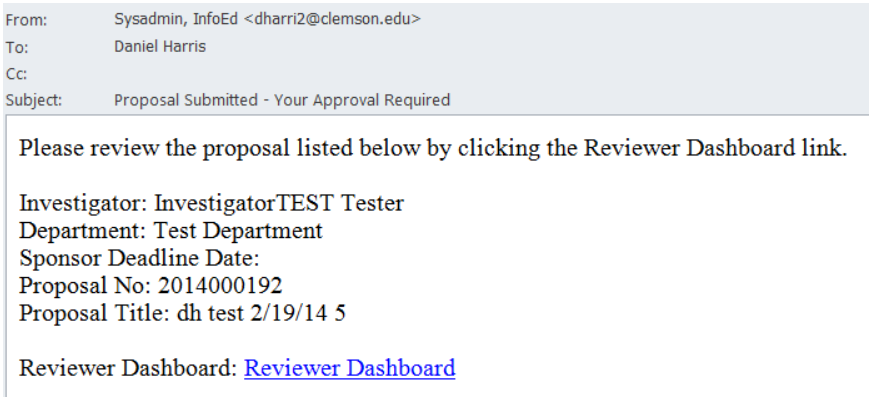
PPF – Proposal Processing Form

PT – InfoEd Proposal Tracking Module

6.3 InfoEd Reviewer Dashboard Reference Guide

*Important: To complete a review from home or off the Clemson network, first establish a VPN connection (https://cuvpn.clemson.edu) to reach the reviewer dashboard.

The Reviewer Dashboard allows viewing and approval of the various elements of the proposal submission package. The first indication that review and approval are required will be an email similar to the one below.



From: Sysadmin, InfoEd <dharri2@clemson.edu>
To: Daniel Harris
Cc:
Subject: Proposal Submitted - Your Approval Required

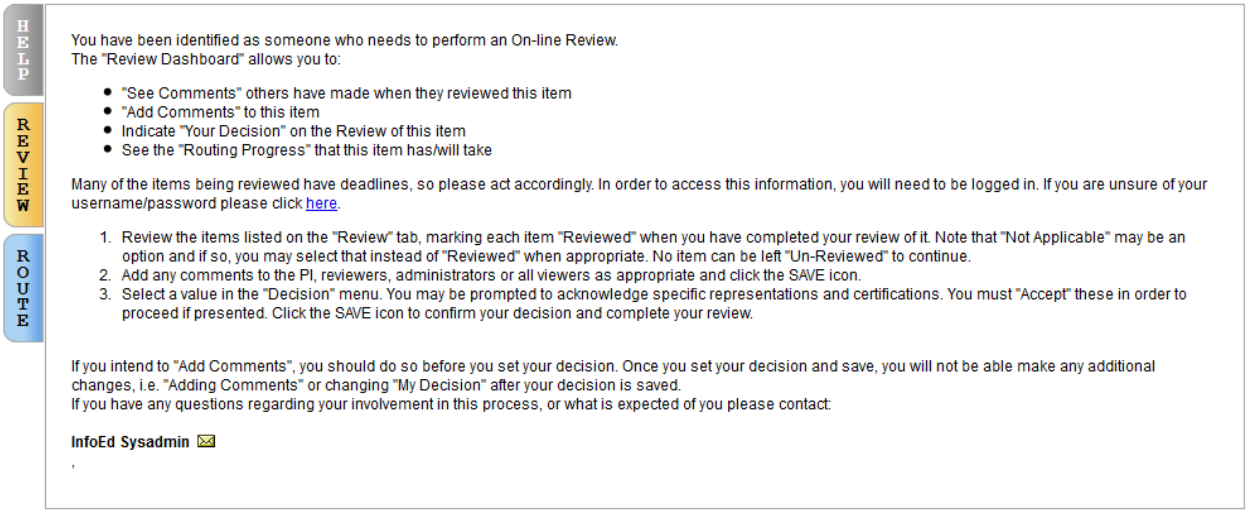
Please review the proposal listed below by clicking the Reviewer Dashboard link.

Investigator: InvestigatorTEST Tester
Department: Test Department
Sponsor Deadline Date:
Proposal No: 2014000192
Proposal Title: dh test 2/19/14 5

Reviewer Dashboard: Reviewer Dashboard

Step 1

- Click on the Reviewer Dashboard link in the email. A window will open displaying the Reviewer Dashboard itself.
- Log in with Clemson University username and password.



HELP
REVIEW
ROUTE

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The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click here.

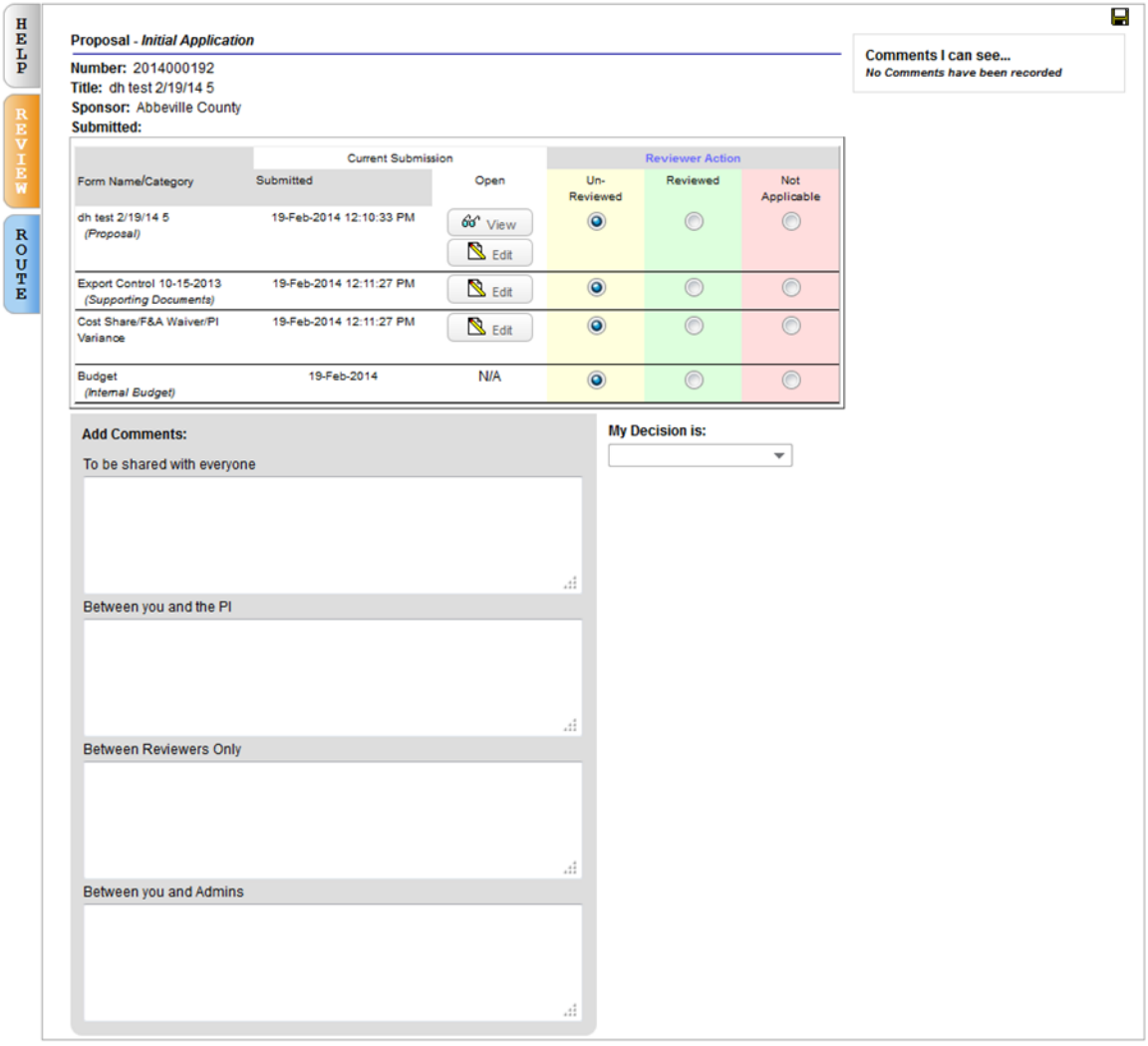
1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.
If you have any questions regarding your involvement in this process, or what is expected of you please contact:

InfoEd Sysadmin

Step 2

- To view Preparer's name, click on the "Route" tab. The Preparer is the first person in the route.
- To begin the review, click on the "Review" tab. This brings up the screen shown below.

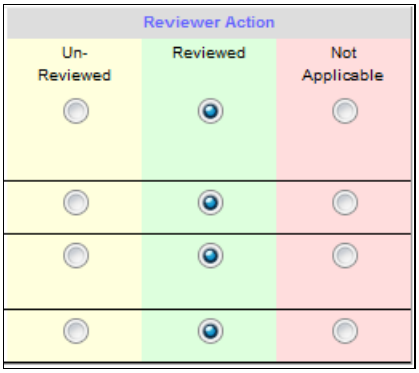


This screen consists of:

- *Elements of the application to review*. To review each element, click "View" (or "Edit" if your access allows).
- *Comments*. Enter comments in the block labeled "To be shared with everyone. Text entered here will be displayed in both the upper right corner of the Reviewer Dashboard and on the Route Status page of the Proposal Development Record.
- *Decision*. Either "Approved" or "Return for Corrections."

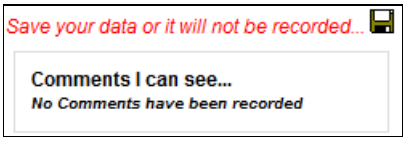
Step 3

- Click the "View" button for each element of the proposal.
- Select the "Reviewed" or "Not Applicable" radio button for each element.
  - If any element is left as "Un-reviewed," then no decision can be recorded.
    NOTE: "Percent Credit" information appears on the bottom of the Internal Budget.
  - Comments may be left in the applicable section (see "Comments" bullet above).



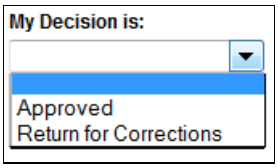
Step 4

- Click the "Save" icon in the upper right corner of the dashboard.



Step 5

- Enter decision.



A selection of "Approved" will send the review to the next step of the route for approval.

A selection of "Return for Corrections" will send a preset email to the PI and grant administrator notifying them that corrections are needed. Specific concerns/corrections should be communicated through the Comments section or sent to the PI and grant administrator directly. Once the corrections have been made, the route will start again from the beginning.

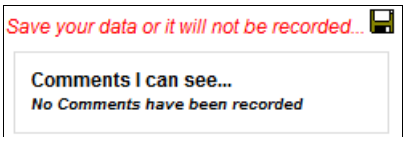
After a decision is recorded, certification text will appear to the user if he or she is the proposal's PI, Co-Investigator, PI or Co-I's Chair, or Associate Dean for Research. The user must agree in order to approve the review.

Step 6

- Accept certification text.

Step 7

- Click the "Save" icon once more to complete review.



- To verify that your decision was recorded, select the "Route" tab. Your name, role, decision and decision date should appear.

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